

# SETON CATHOLIC SCHOOL

## ATHLETIC HANDBOOK

(Revised 8/25/09)

### Athletic Program Philosophy

Seton Catholic School depends entirely upon volunteers to manage its after school hours athletic programs. The program is self-supporting through fees collected, and one annual fundraising event.

### Purpose

The purpose of this Athletic Handbook is to give students and parents information on our athletic program. This handbook covers information which applies to all athletic teams at Seton Catholic School. Our goal is to have athletics be a positive growing experience for our student athletes, parents, coaches, and the community.

### Parent Expectations

Parental involvement is an integral part of the athletics at Seton Catholic School. All coaches, assistants, and board members are volunteers who commit countless hours providing athletic opportunities for the students of Seton Catholic School. **ALL parents are expected to assist and volunteer.** The program is self – sustaining, meaning no tuition money goes toward the athletic program, and as such **ALL parents of student athletes are expected to do the following:**

- pays fees in full in a timely manner
- complete and submit all paperwork in a timely manner
- get students to practices and games on time
- pick students up from practices and games on time
- take care of all uniforms issued to students and return them in a timely manner and in excellent condition
- **Volunteer at the annual Texas Hold'em & Blackjack Tournament, the only fundraiser for the Booster Club, (which helps all sports programs) and assisting Knights of Columbus serving food at the Fish Fry Gatherings during Lent. Parents will also find volunteer opportunities serving on the Booster Club Board, Coaching, Assistant Coaching, Team Moms, etc.**

## **Booster Club Board**

The Booster Club Board is made up of parent volunteers with the purpose of helping to manage and oversee the athletic programs at Seton Catholic School. The name of the organization shall be the Seton Catholic Booster Club Board. Membership on this board is open to any adult, who has the interests of the children as first priority and is willing to work within the boundaries of this Athletic Handbook. The Principal, the Athletic Director, Assistant Athletic Director, Secretary, Treasurer, Equipment Manager and three members at large shall constitute this Board.

### **Duties of the Booster Club Board:**

- Select coaches who understand and are concerned with directing student-athletes according to the mission of the school and within the policies and procedures established in the Athletic Handbook
- Assist in establishment and revisions of athletic policies as needed
- Representing Seton Catholic School in the Lexington Parochial Basketball League
- Prepare school announcements to keep the school community informed and proud of the school's various athletic events
- Scheduling all sign-up opportunities for students
- Securing practice facilities
- Set fees for all athletic programs with consideration that the athletic program is to be self-sustaining
- Oversee the bid process with outside vendors on the purchase of all uniforms, equipment, and supplies as needed
- Collect, store, distribute and account for all uniforms, equipment, and supplies for all athletic programs
- Organize the Spring and Fall Athletic Banquets

## **Booster Club Board Job Descriptions**

### **Athletic Director**

- Commit to a one year term as Athletic Director serving from May-April
- Organize for and facilitate Booster Club Board Meetings
- Prepare agendas for meetings
- Secure Coaches for all sports through solicitation of volunteers
- Submit names of coaches to the principal to ensure that coaches have attended the **Virtus: Protecting God's Children** class/seminar and has an acceptable background check
- Attend all meetings for the Lexington Parochial Basketball League
- Receive notification from the principal and communicate to coaches students who are ineligible for practice/play due to behavior or academic probation
- Oversee the duties of other board members to ensure that all expectations are being met and performed for the good all athletic programs

## **Booster Club Board Job Descriptions (cont.)**

### **Assistant Athletic Director**

- Commit to 2 years service on the board. Terms will begin in May and end in April. The first year will be in the position of Assistant Athletic Director, followed by a year as Athletic Director
- Schedule all facilities for practice space (specifically gym rentals for basketball)
- Work hand in hand with the Athletic Director to ensure a smooth transition from year to year
- Organize and facilitate Booster Club Board Meetings in the absence of the Athletic Director
- Assist with securing coaches for all sports

### **Secretary**

- Shall commit to a 1 year term to be served from May - April
- Keep and distribute minutes of each meeting
- Maintain all documents pertinent to the operation of the Booster Club
- Keep an annual roster of players for each sport
- Keep an annual roster of coaches for each sport
- Work with the coaches to ensure that each student has the appropriate forms completed and submitted in a timely manner
- Provide the school secretary a calendar of scheduled practices and games
- Send out reminders to the board regarding the meeting with minutes from the prior meeting attached
- Provide a regular report of game results and highlights to the school office for publication in the Star News and announcements at school (it is recommended that the secretary asks parent volunteers to submit regular reports that can then be compiled and forwarded to the school)

### **Treasurer**

- Shall commit to a 1 year term to be served from May - April
- Work with the school bookkeeper and principal to create an annual budget
- Work with the school bookkeeper and principal to set fees for each sport
- Submit to the bookkeeper a student roster/fee sheet for invoicing purposes for each sport
- Give a quarterly financial report to the Booster Club Board
- Work with the Equipment Manager in the replacement / purchasing of new equipment, supplies, and uniforms as approved by the board
- Submit approved invoices to the bookkeeper for payment to outside vendors

## **Booster Club Board Job Descriptions (cont.)**

### **Equipment Manager**

- Shall commit to a 1 year term to be served from May - April
- Maintain an accurate and detailed inventory of all equipment, supplies, and uniforms purchased by the school for athletics
- Distribute uniforms, maintaining records of who has been provided a uniform, for each sport
- Collect uniforms, evaluating their condition, for each sport
- Properly store uniforms while not in use in an area provided at the school
- Properly store equipment while not in use in an area provided at the school
- Work with the treasurer in the replacement/purchasing of new equipment, supplies, and uniforms as approved by the board

### **Members At Large**

- Members at large are to attend scheduled meetings
- Provide input and service when and where needed
- Assist with the annual fundraiser (Texas Hold'em & Blackjack Tournament)
- Assist with scheduling workers for Knights of Columbus Fish Fry Gatherings
- Assist with promoting and encouraging parents of student athletes to be active in supporting the Booster Club Board, its policies, and procedures

### **Team Moms**

- Assist Secretary by appointing a student to make weekly reports to the school office for publication and announcing at school
- Assist Secretary by submitting your team's schedule and roster
- Assist the Equipment Manager with the distribution and collection of team uniforms and equipment
- Coordinate a team picture for historical/yearbook purposes
- Notify, via a team phone tree or email changes in schedules, venues, games, etc.
- Keep a folder containing all student emergency forms and a copy of the permission slips at games and practices.

### **Booster Club Board Meetings**

The Booster Club Board will meet periodically throughout the year.

## **Booster Club Board Policies**

### **Volunteer Coaches**

All Coaches and Assistant Coaches must attend **Virtus: Protecting God's Children** and submit a criminal background check through the school office.

### **Emergency Forms**

Coaches must keep student emergency forms and a copy of the Permission Slip with them at all practices and games.

### **Student Eligibility**

A student must maintain a C average in academic courses and a C average in Conduct and Effort in order to participate in our athletic program. Students who fail to maintain these standards may be placed on probation at the direction of the Principal. The principal will contact the parent and Booster Club Athletic Director who will in turn notify the coach of the student's ineligibility. Upon academic improvement the principal will make the student eligible through notification of the student, parent and Booster Club Athletic Director.

In the event that a serious violation of school rules occurs, the Principal may, at her discretion, suspend the student from athletic eligibility. In this event the principal will notify the student, parent and the Booster Club Athletic Director of the student's ineligibility.

When a student is ineligible they are not permitted to attend practice or sit with the team at games.

### **Student Absence from School**

Students must be in attendance at school in order to participate in practice or games that day. In special circumstances the principal may provide for exceptions after consultation with parents.

### **School-Issued Equipment**

All athletic equipment that is issued to an athlete shall be returned upon the conclusion of the sport's season. All equipment not returned, or equipment returned in poor condition will be billed to the family according to the cost of replacement.

### **Prayer**

All games, practices and meetings shall begin with a prayer. Students and coaches may take turns leading prayers. A sincere and prayerful atmosphere should prevail throughout the prayer time.

### **Snow Days**

If school is cancelled due to inclement weather, athletic practices and games are also cancelled.

## **Booster Club Board Policies (cont.)**

### **Athletic Fees**

In order to maintain an athletic program it is necessary to charge fees for each sport. Fees will be set by the principal and Booster Club Board Treasurer with consideration given to expenses the school will incur, replacement/purchase of equipment, rental fees, league fees, etc. The fee will approved by the board.

Fees will be invoiced to families by the school and shall be payable to Seton Catholic School. If fees are not paid, the student will not be allowed to participate in any athletic programs offered at Seton Catholic School.

## **Athletic Handbook Acknowledgement Form**

This page is to be signed by all parents and students participating in sports at Seton Catholic School indicating that they have read this handbook.

Please return form to school office. Students not returning this form in a timely manner will be subject to loss of playing privileges.

I (we) have read the Seton Catholic School Athletic Handbook and will support the rules and regulations set therein.

Parent / Guardian Signature	Parent Name	Printed Date
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Parent / Guardian Signature	Parent Name	Printed Date
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Student Signature	Student Name	Printed Date
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Student Signature	Student Name	Printed Date
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**Please return this signed form back to the school office.**